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Arnold Schwarzenegger
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: January 2, 2004

SUBJECT: SAFETY MEETING IDEAS -- JANUARY 2004

Suggested issues to discuss during your next meeting are:

1. Start the New Year Right

Happy 2004! It may be time to go through your desk and shelves to recycle or discard some of the unnecessary clutter. It is amazing how much we can accumulate over time! Also, if you have items that use batteries, is it about time to check to see if the batteries need replacing? How about checking the cords under your desk to make sure they are not frayed or that combustible material are not too close to electrical outlets?

2. Emergency Sprinklers Need Room

Per California Fire Code (NFPA 1996 edition, Chapter 13, paragraphs 4-7.5.2 and 4-7.5.3.), building occupants are required to maintain an obstruction free area 18 inches from the ceiling. Failure to comply can result in citation by the State Fire Marshal. The 18 inches allows the water sprinkler systems to provide a maximum protection of the building and protection of us! Most of the violations have been found in storage areas. Check your storage areas and make sure you are in compliance and keep us safe!

3. What Do I Do If I Get The Flu?

Flu season is here. The Center for Disease Control (CDC) offers tips if you get sick with the flu. There is more information available on their website at <http://www.cdc.gov/flu/protect/sick.htm>.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

If you develop the flu, stay at home to recuperate and to avoid spreading the virus to co-workers. It is advisable to get plenty of rest, drink a lot of liquids, and avoid using alcohol and tobacco. Also, you can take medications to relieve the symptoms of flu (but never give aspirin to children or teenagers who have flu-like symptoms – and particularly fever – without first speaking to your doctor.) For more information on treatment and medications, see Treatment Q & A and Antiviral Drugs on the CDC website.

If, however, your flu symptoms are unusually severe (for example, if you are having trouble breathing), you should consult your health-care provider right away.

If you are at special risk from complications of flu, you should consult your health-care provider when your flu symptoms begin. This includes people 65 years or older, people with chronic medical conditions, pregnant women, or children. Your doctor may choose to use certain antiviral drugs to treat the flu.

As mentioned earlier, there is more information available regarding the flu and other illnesses on the CDC website at <http://www.cdc.gov/flu/protect/sick.htm>.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year. Safety Meeting Ideas are also available on the safety web site at <http://inside.arb.ca.gov/as/safety/mtginfo.htm>.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov

cc: Administrative Liaisons